



The Arizona Child Abuse Prevention License Plate Program 2010 Grant Application

A partnership between

The Arizona Republic Charities

and

The Governor's Office for Children, Youth and Families

With generous support from the following partners:

Arizona Community Foundation

BHHS Legacy Foundation

Nina Mason Pulliam Charitable Trust

The Virginia G. Piper Charitable Trust

Valley of the Sun United Way

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REPUBLIC**
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**VIRGINIA G.
PIPER**
CHARITABLE TRUST




NINA MASON PULLIAM
CHARITABLE TRUST



BHHS LEGACY
FOUNDATION

 **ARIZONA**
COMMUNITY FOUNDATION

THE ARIZONA CHILD ABUSE PREVENTION LICENSE PLATE PROGRAM

Overview

The Arizona Child Abuse Prevention License Plate Program is a partnership between the Governor's Office for Children, Youth and Families and *The Arizona Republic*. The goal of this program is to raise much-needed funds for primary child abuse prevention throughout Arizona. Through the passage of enabling legislation, specialty license plates with a pale blue background, children's handprints and the tagline "It shouldn't hurt to be a child" have been available for purchase since November of 1999. Plates are sold for \$25 each (\$8 is a special plate administration fee and \$17 is a tax-deductible annual donation). This is the most popular specialty license plate available in Arizona, with more than 30,000 vehicles currently registered in the program.

In 2009, The Arizona Republic Charities, with matching assistance from its funding partners, contributed \$685,300 to 26 deserving organizations that provide general support and specific programming designed to prevent the occurrence of child abuse. The Arizona Community Foundation, BHHS Legacy Foundation, Nina Mason Pulliam Charitable Trust, The Virginia G. Piper Charitable Trust and the Valley of the Sun United Way all generously contributed matching funds to The Arizona Republic Charities License Plate Program in 2009.

Grants for the 2010 Arizona Child Abuse Prevention License Plate Program are expected to range from \$5,000 to \$50,000.

Focus

All proceeds will support primary child abuse prevention programs throughout the state of Arizona.

Primary child abuse prevention:

- ◆ Seeks to raise awareness and educate the general public regarding issues of neglect and abuse.
- ◆ Addresses the issue before abuse occurs.
- ◆ Provides universal access to all– that is to say activities, programs or services are targeted to the general public as opposed to specific at-risk populations.
- ◆ This grant program seeks to support strong child abuse prevention models.

2010 Timeframe

- ◆ Applications available on Governor's Office for Children, Youth and Families website (www.gocyf.az.gov) – February 19, 2010
- ◆ Application Deadline – Friday, March 26, 2010 at 4:00 PM

Application should be mailed or delivered to:

Christopher Shipley – Program Administrator
Governor's Office for Children, Youth and Families
Division for Children
1700 W. Washington, Ste. 101
Phoenix, Arizona 85007

Applicants are cautioned not to rely on next day mail services. Mail sent to the Governor's Office for Children, Youth and Families is filtered through the Arizona Department of Administration. The Governor's Office is not responsible for packages delivered to locations other than Suite 101. All applications will be date stamped using the time clock in Suite 101 only.

Please note – E-mail applications will not be accepted.

- ◆ Distribution of Funds – June 1, 2010
- ◆ Funding Expires – May 31, 2011

Process

- ◆ Funds will be distributed through a formal grant application process. Agencies are required to use the attached modified Grant Application Form.
- ◆ The Arizona Child Abuse Prevention License Plate Program awards both general support and program-specific grants.
 - If you are requesting general support, delineate how this grant would advance the mission and programs of your organization, all of which must be focused on primary prevention.
 - If your request is for a specific program, focus your application on that program, the community need it will address and the target population it will serve.

Selection Requirements

1. Applications must be complete and submitted by the deadline.
2. Organizations must be located in Arizona and hold a 501(c)(3) tax-exempt designation from the IRS. Other organizations and public schools may apply if:
 - They have a 501(c)(3) foundation.
 - **Another 501(c)(3) is willing to act as the fiscal agent for the application.**
(Note: If a fiscal agent is being used, financial information must be provided for both organizations. Agencies without a 501(c)(3) status will be funded for a maximum of three years at which point they will no longer qualify unless they have obtained their own 501(c)(3) tax-exempt status from the IRS.)
3. Funding must be used for **primary child abuse prevention programs**. Funding is no longer available for the distribution of Arizona Parent Kits.
4. Funding cannot be used for start-up agencies. Agencies must be serving clientele for a minimum of two (2) years to be eligible for grants.
5. If funded in 2009, agencies not submitting mid-year and final reports will be ineligible for funding in 2010.
6. Agencies must provide letters of collaboration if partnering on a program.
7. Curriculum information must be provided if requesting a grant for an education program. (This information does not count toward the five-page maximum.)

Evaluation Criteria

The review committee evaluates applications and selects those applications deemed susceptible for an award, based on the following factors:

1. If previously funded for a License Plate Program Grant, the organization has shown an ability to successfully achieve the goals and objectives listed in its application.
2. The program identifies and addresses a child abuse prevention need relevant to its community.
3. The project is consistent with the organization's mission and history; the organization has the necessary capacity, experience and staff in place to implement the program.
4. The proposal utilizes innovative and/or research-based best practices.
5. The organization sets forth a realistic and reasonable plan with goals and objectives for the use of the requested funds.
6. The organization outlines specific measurable outcomes and includes a well thought out evaluation plan.
7. The proposal demonstrates partnerships and collaborations with community members, service providers and other resources. If you are a member of a regional partnership, please provide a paragraph listing the composition of your partnership.

8. The organization has considered and incorporated culturally appropriate staff, materials and practices in its proposal.
9. The organization is financially sound and has appropriate financial depth to sustain itself and the project during the course of implementation. The amount of the request is appropriately scaled to the scope of the organization.
10. The organization has or is in the process of developing a plan to sustain program activities beyond the current grant period.

PROCEDURES FOR COMPLETING A GRANT APPLICATION

Before preparing your application, please read the following instructions carefully and provide all information requested.

- Include only the materials requested. Do not include a cover letter, brochures, annual reports, videos or other display materials.
 - Do not enclose your application in a binder or copy it onto colored paper. Use paper clips rather than staples for holding sections together.
 - Handwritten or e-mailed applications are not accepted.
 - Your completed application should consist of a cover sheet (provided), a narrative, and several supporting documents. Because teams of evaluators will review the applications, multiple copies of these documents are required. See “Application Checklist” for specific instructions.
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*If you have any problems or questions in **completing the application**, contact Chris Shipley at (602) 542-3496.*

Application Deadline:
Friday, March 26, 2010 – 3:00 PM

Application should be mailed or delivered to:
Christopher Shipley – Program Administrator
Governor’s Office for Children, Youth and Families
Division for Children
1700 W. Washington, Ste. 101
Phoenix, Arizona 85007

APPLICATION CHECKLIST

Please include in your completed application the indicated number of copies of the following documents in the order they are listed. All documents should be neat and legible. Confirm that the documents are included in your application by checking the appropriate boxes below and returning this page as the top document in your application packet. **Applications not conforming to these requirements will be considered incomplete and may not be considered for funding.**

Your completed application packet should contain:

- ☐ This Checklist
- ☐ **Five (5) sets** of the following documents:
 - ☐ Cover Sheet
 - ☐ Narrative
 - ☐ Your most recent (preferably 2009) audited financial statements and IRS Form 990.
(Note: If a fiscal agent is being used, financial information must be provided for both organizations.)
 - ☐ Your line-item budget for the **organization** for the year of the grant request. Also include your line item and narrative **program** budget, if the application is for a specific program. Please use the forms provided.
 - ☐ If the application is for salary support, include a copy of the job description and, if applicable, the resume of the person who will fill the position.
 - ☐ A list of your organization's five largest grants received from corporations and/or foundations **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and/or foundation, and provide the total amount given at the end of the list.
 - ☐ Your most recent IRS 501(c)(3) tax-exempt determination letter.
 - ☐ Your list of members of the board of directors of the organization, including principal business or professional affiliation, ethnicity, and gender of each. This list should be condensed to **one side of one sheet of paper**. Addresses and phone numbers need not be included.
 - ☐ Please include the names, title and salary for your three top staff members at your agency.

ARIZONA CHILD ABUSE PREVENTION LICENSE PLATE PROGRAM APPLICATION COVER SHEET

Please provide the following information. You must use this Cover Sheet for submission, using the same headings and limiting yourself to the information listed below.

Organization Name: (as it appears on the current IRS Tax Exemption letter)

DBA (Doing Business As): (if applicable)

Address:

Telephone:

Fax:

E-mail address:

Chief Executive Officer/Title:

Name/e-mail of individual submitting application:

Amount Requested: \$

If partially funded, the minimum amount needed to implement program: \$

Cost per individual participant:

Geographic Area Served:

Number of clients served and a breakdown of ethnicity:

Type of Support: (*general or program*)

Program Name: (for program requests only)

Organization Budget: (for year of grant) \$

Program Budget, if applicable: (for year of grant) \$

Has your agency received a grant from the License Plate Program before?

How much?

Which year(s)?

What have you been able to accomplish with this funding? (150-word maximum)

NARRATIVE DIRECTIONS

In a **maximum of five one-sided, single spaced** pages (12 point font, 1 inch margins), provide information in each of the areas defined below. Label each section of the narrative using the eight categories presented in the following instructions. Organize the sections of your application in the order in which they are listed. Please **number** the pages of the narrative.

I. PROPOSAL SUMMARY PARAGRAPH

Succinctly (**no more than 10 lines**) describe the project. If you are requesting **general support**, state how this grant would be used to advance the mission and programs of your organization (both the mission and the programs of the organization need to be focused on primary prevention). If your request is for a **specific program**, describe the program, the community need it will address, and the target population it will serve. In either case, explain how your project will support the fund's objective of the *primary prevention* of child abuse.

II. BACKGROUND

Describe the mission, history, and overall goals of your organization. Briefly discuss current main programs, including unduplicated number of individuals served during the most recently completed fiscal year. If you have received funding for the Arizona Child Abuse Prevention License Plate Program in the past, please include a detailed description of your organization's ability to meet the goals and objectives as listed in previous applications (the 2008 and 2009 grant periods are sufficient). Please also detail any challenges that may have hindered program accomplishment over the previous two grant periods and how your organization has effectively dealt with those challenges.

III. PROPOSAL OVERVIEW

Elaborate on the information provided in Section I. Describe the community need/opportunity that this funding request will address. Describe both the short-term and long-term outcomes that you expect from the project. Support your expectations with references to appropriate theoretical models or evidence-based studies. Show examples of best practices being applied to programs.

Describe how this project relates to your organization's overall mission. Summarize the **work plan** that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort. Provide your expectations on the number of clients to be served by your project. If you plan to operate the program at multiple sites, please include a budget for each site. If the program is education awareness, please provide an attached copy of the curriculum (this does not count toward the five pages).

IV. EVALUATION

For **general support applications**, briefly explain what evaluation methods you use to evaluate the work of your agency.

For **program support applications**, briefly explain how you have measured the effectiveness of this or similar programs in the past. Discuss how you will evaluate your organization's implementation process, as well as the program's effectiveness in achieving the desired outcomes. Describe your criteria for success. Indicate who will be involved in evaluating this work. Describe what your organization will do with the results of your evaluation.

V. COLLABORATIONS

Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working on the same issues. Describe how your request differs from

or builds on these efforts. If applicable, describe the roles and responsibilities of the community partners with whom you are working. Describe the role of community members in your organization and in this specific funding request. Please include documents of support from partner organizations.

VI. FINANCIAL STRENGTH/SUSTAINABILITY

Provide a brief narrative description of the financial condition of the organization, the impact that this award would have on the organization, and the plan for sustaining the proposed program on an ongoing basis beyond the end of the grant period. If applying for multiple programs, please provide a cost breakdown for each program. Please provide a budget narrative to accompany the line-item budget.

VII. CULTURALLY SENSITIVE CONTENT

Describe to what extent your organization has considered and incorporated culturally appropriate staff, materials and practices in your program.

VIII. ADDITIONAL INFORMATION

If there is any other relevant information you wish to provide in support of this request please do so in this section. This information may include recent major accomplishments, uniqueness of board and/or staff, significant training of board and/or staff, or anything else that you feel is relevant to the application process.

Keep in mind that the narrative can be no longer than five one-sided pages.

The Arizona Child Abuse Prevention License Plate Program Grant Application

Organization Budget

Fiscal Year _____

Source	<u>INCOME</u>	Amount
Government Contracts and Grants	\$	_____
Foundations	\$	_____
Corporations	\$	_____
United Way or other Federated Campaigns	\$	_____
Individual Contributions	\$	_____
Fundraising Events	\$	_____
Membership Income	\$	_____
Investment Income	\$	_____
Endowed Income	\$	_____
Earned Income	\$	_____
Other (Specify)	\$	_____
	\$	_____
	\$	_____
Total Income	\$	_____

Item	<u>EXPENSES</u>	Amount
Salaries and Wages	\$	_____
ERE's	\$	_____
Consultants and Professional Fees	\$	_____
Subcontractors	\$	_____
Employee Education and Training	\$	_____
Travel/Transportation	\$	_____
Equipment	\$	_____
Supplies	\$	_____
Printing and Copying	\$	_____
Telephone and Fax	\$	_____
Postage and Delivery	\$	_____
Rent and Utilities	\$	_____
Insurance	\$	_____
Depreciation	\$	_____
Other (Specify)	\$	_____
	\$	_____
	\$	_____
Total Expense	\$	_____
Difference (Income less Expense)	\$	_____

**The Arizona Child Abuse Prevention License Plate Program
Grant Application**

Project Budget

Fiscal Year _____

PROJECTED INCOME

Source	Amount
Government Contracts and Grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other Federated Campaigns	\$ _____
Individual Contributions	\$ _____
Fundraising Events	\$ _____
Membership Income	\$ _____
Investment Income	\$ _____
Endowed Income	\$ _____
Earned Income	\$ _____
Other (Specify)	\$ _____
	\$ _____
	\$ _____
Total Income	\$ _____

PROJECTED EXPENSES

Item	Amount
Salaries and Wages	\$ _____
ERE's	\$ _____
Consultants and Professional Fees	\$ _____
Subcontractors	\$ _____
Employee Education and Training	\$ _____
Travel/Transportation	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and Copying	\$ _____
Telephone and Fax	\$ _____
Postage and Delivery	\$ _____
Rent and Utilities	\$ _____
Insurance	\$ _____
Depreciation	\$ _____
Other (Specify)	\$ _____
	\$ _____
	\$ _____
Total Expense	\$ _____
Difference (Income less Expense)	\$ _____

I certify that the above information is true to the best of my knowledge.

Name _____ Title _____ Date _____